

City of SeaTac

SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT

PURPOSE

A Shoreline Substantial Development Permit (SDP) is required for development within 200 feet of the ordinary high water mark (OHWM) of a creek, lake, river, or other water body identified in the Washington State Shoreline Management Act. The Shoreline Act provides for regulations that guide the type and intensity of development adjacent to state shorelines for the protection of wetlands and fishery resources. Construction of single-family homes, in most cases, are exempt from shoreline regulations.

CONDITIONS FOR APPROVAL

1. The use is either a permitted or conditional use allowed under the shoreline designation that applies to the property.
2. The use complies with the policies of the City of SeaTac Shoreline Management Program.
3. The use complies with regulations of the City of SeaTac Shoreline Management Program.

SUBMITTAL

1. **Filing Fee = Total Cost of Proposal:**

Up to \$10,000	\$ 350.00
\$10,000 - \$100,000	\$ 1,100.00
\$100,000 - \$500,000	\$ 3,000.00
\$500,000 - \$1,000,000	\$ 5,000.00
More than \$1,000,000	\$ 8,000.00

2. Please submit all of the items listed on the attached checklist.

Failure to submit all requested items (in a legible form) will delay processing of your application.

PROCEDURE

1. It will take approximately 3 to 4 months from the date of filing a complete application for issuance of a Shoreline Substantial Development Permit (SDP).
2. You will receive a “Determination of Completeness” (DOC) within 28 days of the submittal of your application stating whether your application is complete or not complete
3. A “Notice of Application” (NOA) will be published and sent to adjacent property owners. The NOA will be issued within 14 days after a DOC is made. You will be required to post a “Notice Board” (attached) on the property in conformance with Section 16.07.010B of the SeaTac Municipal Code (SMC) Volume II. An “Affidavit of Installation” shall be submitted to the City that the “Notice Board” has been installed on the property. The “Notice Board” shall be installed on the property on or before the date the NOA is published in the paper.
4. At the time of posting of the NOA, a “Notice of Intent” for a Shoreline Substantial Development Permit (SDP) will also be posted.
5. A. “Notice of Decision” (NOD) will be sent to the applicant/property owner and to all adjacent property owners. The NOD will also be sent to the State Department of Ecology and the Attorney General’s Office.

SHORELINE SUBSTANTIAL DEVELOPMENT **PERMIT APPLICATION**

File No: _____ Tax ID. #: _____

1. Business Name: _____

2. Applicant/Property Owner(s) Information:

Name: _____

Address: _____

Phone: _____ Fax _____

Email _____ Alt. Phone _____

Status: (owner, lessee, agent, etc.) _____

If more than one owner, attach additional sheet with names, addresses, contact information and signatures.

3. Designated Contact Person (who will receive and disseminate all correspondence from the City):

Name: _____

Address: _____

Phone: _____ Fax _____

Email _____ Alt. Phone _____

4. Property:

Address: _____

Zone: _____ Size: (sq ft) _____ Acres: _____

Legal Description: _____

5. Use:

Existing use of property: _____

Proposed use of property (in detail): _____

Construction starting & completion dates: _____

Value of proposed improvements: _____

Name of water area and/or wetlands within which development is proposed: _____

Nature of existing shoreline by description of type (such as marine, stream, lake, lagoon, marsh, bog, swamp, flood plain, floodway, delta); type of beach (such as sand, gravel, mud, clay, rock, riprap); and extent and type of bulkhead (if any):

I, _____, am the above named property owner or authorized representative for the property owner for a permit to construct a substantial development pursuant to the Shoreline Management Act of 1971 (RCW Ch. 90.58), and hereby state that the foregoing statement, answers, and information are, in all respects, true and correct to the best of my knowledge and belief.

Applicant's Signature

Please Print Name

Date _____

STATE OF WASHINGTON)) ss
COUNTY OF KING)

Subscribed and Sworn to me this ____ day of _____, ____.

Notary Public in and for the State of Washington,
residing at _____

SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT (SDP) APPLICATION CHECKLIST

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided under RCW 36.70A.110. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. A "Determination of Completeness" (DOC) will be issued within 28 days of acceptance stating whether your application is complete or incomplete. Please do not turn in your application until all items which apply to your proposal have been checked off. **Incomplete submittals will not be accepted or acted upon. This application also will not be accepted if you have not had a preapplication meeting with the City. This checklist must be submitted for your application to be reviewed.** If you have any questions, contact the Department of Planning and Community Development.

Return this checklist with your application

For Office Use Only

Date Reviewed: _____ **Date of Pre-Application Meeting:** _____

	<u>Applicant</u>	<u>Staff</u>
1. Application form is filled out, original and 4 copies submitted.	_____	_____
2. A legal description of the subject property is provided.	_____	_____
3. If you are given an Environmental Checklist, all questions are answered and the checklist is signed.	_____	_____
4. A check to the City of SeaTac for the filing fee and Environmental Checklist fee.	_____	_____
5. A dimension site plan drawn to scale showing the following:	_____	_____
a. Dimension and shape of lot with adjacent street names;	_____	_____

	<u>Applicant</u>	<u>Staff</u>
b. Location and dimensions of existing and proposed buildings (engineering scale only) including the building height of proposed buildings;	_____	_____
c. Adjacent street improvements, ingress and egress, parking layout showing the number of stalls and stall sizes;	_____	_____
d. Proposed landscaping (size, species, location, planting details, distance apart and irrigation plan);	_____	_____
e. Existing water courses, wetlands, utility lines, structures, rockeries, or other relevant manmade or natural features;	_____	_____
f. All existing trees over 8" in diameter by species and an indication of which will be saved;	_____	_____
g. The gross floor area and parking calculations (cite applicable city code);	_____	_____
h. Existing and finished grades at 5' contours;	_____	_____
i. Storm drainage, sidewalks, exterior lighting;	_____	_____
j. The location of any recreation/open space with dimensions;	_____	_____
k. Proposed public dedication/open space;	_____	_____
l. Typical cross section or section showing:		
1. Existing ground elevations,		
2. Proposed ground elevations,		
3. The height of existing structures,		
4. The height of proposed structures;	_____	_____
m. The location of the Ordinary High Water Mark (OHWM). The OHWM has been established at elevation 347' for Angle Lake;	_____	_____

		<u>Applicant</u>	<u>Staff</u>
n.	The shoreline designation according to the Shoreline Master Program;	_____	_____
o.	If the development involves the removal of any soils by dredging or otherwise, identify the disposal site on a map. If the disposal site is beyond the confines of the vicinity, provide another vicinity map showing the precise location of the disposal site and its distance to the nearest city or town;	_____	_____
p.	Give a brief narrative description of the general nature of the improvements and land use within 1000 feet in all directions from the development site;	_____	_____
q.	Building elevations of the proposal showing two (2) facades at 1"=50', 1"=100', or 1"=200' (Engineering Scale Only);	_____	_____
r.	Drawing and/or text describing the scale, bulk, and architectural character of the proposed structure;	_____	_____
s.	A text describing conditions or features which cannot be adequately displayed on maps or drawings;	_____	_____
t.	A description of plans for covenants, uses, and continuous maintenance provisions for the project;	_____	_____
u.	Proposed phasing;	_____	_____
v.	Vehicular and pedestrian circulation, and any special engineering features and traffic regulating devices needed to facilitate or insure the safety of this circulation pattern.	_____	_____

Plan Submittal

1.	Five copies of all plans and the Environmental Checklist. Additional copies may be required prior to any public hearings.	_____	_____
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	<u>Applicant</u>	<u>Staff</u>
2. All oversized plans folded to 8 1/2" x 14".	_____	_____
3. One paper reduction of each oversized plan to 8 1/2" x 11".	_____	_____
4. County Assessor's Map(s) showing a 1000' radius around edges of subject property.	_____	_____
5. A minimum of two (2) sets of stamped, legal size envelopes addressed to each property owner within 1000' of the subject property (see attached directions) with the return address for the City of SeaTac Planning Department. A return address stamp is available for your use (NO METERED MAIL) .	_____	_____
6. A photocopy or printout of names and addresses.	_____	_____
7. The original receipts for the costs of the stamps, envelopes, and parcel labels needed for notification with a breakdown of the number of property owners between 0 and 500 feet and between 500 and 1000 feet. The City will reimburse the applicant/property owner for the cost of notifying all property owners between 500 and 1000 feet.	_____	_____

INSTRUCTIONS FOR OBTAINING ADDRESS LABELS
(For your convenience, there are two locations to choose from)

OBTAINING LABELS FROM CITY OF SEATAC

To obtain address labels containing the names and addresses of property owners within 500 or 1000 feet of any boundary of the subject property, the applicant must complete a City of SeaTac Address Labels Request Form and submit it to the Planning Department.

Labels can be picked up at the Planning Department approximately two days after submission of the Request Form.

In accordance with City of SeaTac Resolution No. 00-007, dated April 25th, 2000, GIS Program Fees shall apply. Computer-generated sheets of address labels will be provided to the requestor at a cost of \$.60 per label, with a \$25.00 minimum order charge.

Reminder:

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 ½" x 4 ½") with the City's return address. **(NO METERED MAIL)**

OR

OBTAINING LABELS FROM KING COUNTY:

To obtain address labels containing the names and addresses of property owners within 500 to 1000 feet of any boundary of the subject property, the applicant must take the following steps.

1. At the King County Administration Building at 4th and James in Seattle (7th Floor), obtain a copy of the King County assessor's map. Make a list of the tax lot account numbers for each property within 1000' found on the Assessor's map.
2. At the King County Tax Assessor's Office, Room 700A (Real Estate Tax Division – Phone 296-7300), order a computer list or address labels containing all property owner's names and addresses. (Make a copy of the labels before placing on envelopes.)
3. Sign an agreement at the Real Estate Tax Division Office stating that the applicant will not use the addresses for commercial purposes.

4. Address labels, which are ordered at the Tax Assessor's Office, can be picked up at the King County Computer & Communication Services Division (CCS), Gateway Tower, 700 Fifth Avenue, Suite 2300, Seattle, Washington approximately two days later (Phone – 296-0694). Printing of labels is done only on Monday, Wednesday, and Friday nights. Minimum order charge is \$25.00 plus tax.
5. Submit to the Department of Community Development a full size copy of the King County Assessor's map and highlight the subject property showing a 1000' radius from the outside boundaries of the site.

NOTE: SOME OF THE ITEMS REQUIRED ABOVE MAY BE OBTAINED FROM A TITLE COMPANY.

Reminder:

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 1/2" x 4 1/2") with the City's return address. (***NO METERED MAIL***)

City of SeaTac Address Labels Request Form

Date of Request_____Date Needed_____

Applicant's Name_____

Street Address_____

City_____State_____Zip_____

Phone_____FAX_____

E-mail Address_____

Alternate Phone_____

Project Name_____

Project Address_____

FILE NUMBER_____

TAX LOT NUMBER_____

For internal use only:

Date completed:_____Completed by:_____
Cost: \$ _____Date paid:_____

GIS PRODUCTS AND SERVICES – 001.341.80

NOTICE BOARD DIMENSIONAL REQUIREMENTS

The notice board shall be four feet (4') by five feet (5') and shall have a sky blue background with white lettering. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;
- b. Three inch (3") capital letters for the title;
- c. Two inch (2") capital letters for all other letters.

5 FT

4 FT



NOTICE OF PROPOSED LAND USE ACTION

TYPE OF ACTION:

SHORELINE SUBSTANTIAL
DEVELOPMENT PERMIT

FILE NUMBER:

SHR01-00001

COMMENT DEADLINE:

MAY 1, 2001

HEARING DATE:

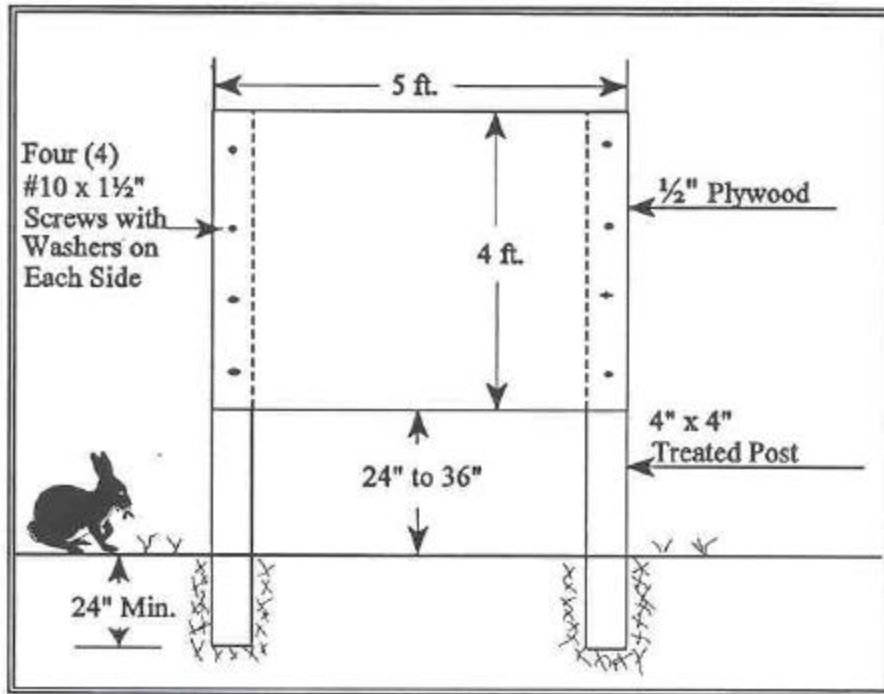
FOR MORE
INFORMATION
CITY OF SEATAC
4800 South 188th Street
(206) 973-4830

PUBLIC
NOTICE
8 1/2" x 11"
(Laminated
by
Applicant)

COPIES
OF
PUBLIC
NOTICE
IN REAL
ESTATE
BOX

VICINITY
MAP
(Laminated
by
Applicant)

NOTICE BOARD INSTALLATION REQUIREMENTS (MINIMUM)



CITY OF SEATAC

AFFIDAVIT OF INSTALLATION/REMOVAL

File No: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

I, _____, being first duly sworn upon oath, depose and say: That I am the property owner or authorized representative of the property owner/s, and I have installed the Notice Board required under SeaTac Municipal Code 16.07.010B.1. on or adjacent to the site on or prior to the publication date of the "Notice of Application" in the Seattle Times.

Furthermore, I acknowledge that the Notice Board must be removed within fourteen days of the expiration of the appeal period outlined in the "Notice of Decision" issued by the City. If the Notice Board is not removed according to the above requirement, I hereby give my permission for the City of SeaTac (or designee) to go onto the property, remove the sign, and dispose of it at their discretion.

Property Owner/Authorized Representative

SUBSCRIBED AND SWORN TO before me on _____, _____.

NOTARY PUBLIC in and for
State of Washington
My Commission Expires:
